

Open House London 2011 - 17 & 18 September

Celebrating the city's architecture

Open House London 2011 - 17 & 18 September

Open House London, the capital's largest architectural festival, will take place on 17 & 18 September 2011.

Now in its eighteenth year, the Open House London Event is a simple but powerful concept: hundreds of great buildings of all types and periods open up their doors to all, completely for free.

This unique opportunity to access and understand architecture is a challenge to look at everyday buildings anew, and communicates the value of a well-designed city to everybody who uses it.



Call for volunteers for the 2011 Event

The assistance of volunteers is vital to make the Open House London Event happen and is greatly appreciated. 6,000 people volunteer over the Open House London Event itself, and 600 of whom, like you, are placed through Open House.

We are looking for an individual who would like to spend one morning or afternoon on Sat 17 or Sun 18 September at one of the participating buildings assisting its representatives to open their doors to the public.

No need to have a degree/profession in architecture/built environment. All you will need is enthusiasm to help us to make the event successful, as an essential part of our extended team.



Volunteering makes a difference to you

As a thank you for volunteering, you will get the following benefits:

- **A volunteers' priority badge** - This will allow you to jump to the front of the queues to gain entry to some of the buildings over the weekend (except for those which require pre-booking). The badge is really useful at very popular buildings which attract large crowds, and you will be able to make the most of the rest of your time during the event.

- **A complimentary copy of the Guide** - The Open House London 2010 Guide is your essential companion to the event, which normally costs £6.50.

- **Volunteers' Party** – Held at one of our participating buildings on Sunday evening after the event, this is a great opportunity to meet with the organisers of Open House and other volunteers and have a chat with them about your experience. It is also an opportunity to visit one more building of great architectural interest to round off the weekend!

Many volunteers have told us that volunteering for the event helped them with their personal development too.



Open House London 2011

Celebrating the city's architecture

Key Roles

There are two volunteer roles - either as a Steward or Guide. Roles will vary from building to building, but here is a general idea of how you will be assisting at a building which is opening to the public.

- **Stewards** - You will be helping primarily to organise queues, act as extra security for the building, hand out factsheets and answer practical questions such as opening times, suggesting other participating buildings close by, and giving more details about the Open House event in general.
- **Guides** - You will be taking groups around in an informal manner, talking about the architecture, function and history of the building. Enough research is required to ensure your tour is informative and you are able to answer questions at a level for the lay person. You will be most likely asked to visit to the building prior to the event.

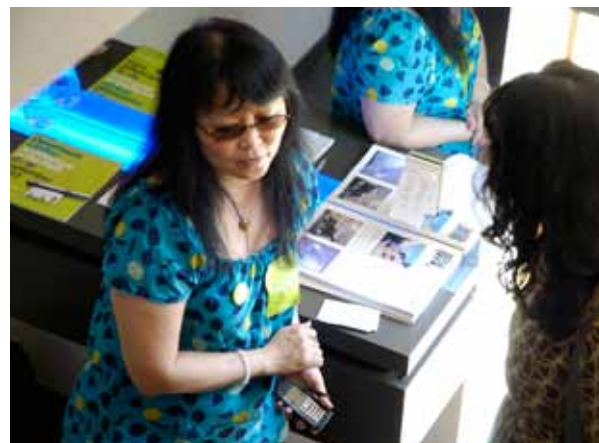
Key Preparations and Timeline

We will always keep you informed of what's coming up next in the preparation to the event, however it would be great if you could familiarise yourself with the following key steps.

- **Now - Register your interest in being a volunteer**
Email your full contact details (name, address, telephone no and email address) to Open House Team at volunteers@open-city.org.uk
- **Late July - Select a building**
We will be running an online self-allocation system where you will be able to choose a building to volunteer at. The link to the site plus your unique log-in info will be emailed to you once the system is activated. The website shows a list of the buildings requiring volunteer assistance.
- **Late August - A preparatory briefing**
The briefing gives an overview of the volunteer roles and a general idea of the preparation to be made before the event, and an opportunity to meet the Open House London team in person. This will be especially useful if you are new to volunteering with Open House.
- **Late August - Make contact with the building**
Introduce yourself to the building representatives where you will be volunteering. You might be asked to visit the building prior to the event.
- **17 & 18 September - Open House London**
Enjoy the event as a volunteer and the rest of the weekend with your priority badge!
- **Evening of 18 September - Volunteers Party**
Get together and share your experiences at an Open House building over a glass of wine!

We hope that you find the information useful. If you have any queries, please do not hesitate to contact the Open House team (Email: volunteers@open-city.org.uk or Tel. 020 7383 2131).

Thank you, and we look forward to hearing from you!



What our volunteers say

'After visiting properties for many years of Open House I wanted to give something back for the pleasure I get from the event'

'I enjoy being part of, and helping - a little bit - in such a brilliant event; always meet a lot of lovely people'

'Open House is just brilliant and I get more out of it each year'